



National Aeronautics and Space
Administration
Goddard Space Flight Center

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ANNOUNCEMENT

SUBJECT: THRIFT SAVINGS PLAN (TSP) OPEN SEASON

An excellent way for you to increase your personal savings and provide retirement income is by contributing to the TSP. The TSP offers all participants a variety of benefits such as tax deferral on contributions, immediate vesting of your own contributions, agency matching contributions (for FERS employees), a choice of five investment funds, a loan program, portable benefits upon leaving the Federal Government, and a choice of withdrawal and annuity options.

The next TSP Open Season begins on **October 15, 2004**, and continues through **December 31, 2004**. During Open Season, you may enroll or change the amount of future contributions made through payroll deduction. **IT IS MANDATORY THAT YOU USE THE EMPLOYEE EXPRESS (EE) SYSTEM TO MAKE YOUR ELECTION/CHANGE.** *Using the EE system, requires no paperwork submission on your part.*

YOUR EE PIN & TSP PIN SERVE TWO DIFFERENT FUNCTIONS

- The EE system is a great way to make TSP Open Season changes without completing any paperwork. You may access the EE through their website at <http://www.employeeexpress.gov> or by telephone at 478-757-3169 (work), 1-800-571, 3453 (home), 478-757-3117 (TDD). Your social security number and EE PIN are required to gain access to this system. If you have misplaced your EE PIN, you may request a duplicate through the EE website or helpdesk (478-757-3030), to be sent to you via e-mail, or mailed to your home. You will receive it the next business day if you request for your PIN to be sent via e-mail and within 5-7 business days if you request for your PIN to be mailed to your home. You also have the opportunity to receive immediate confirmation of your EE transaction by fax, mail, or e-mail upon completion.
- Your TSP PIN allows you to make investment allocation changes at any time in relation to your employee contributions. If you have misplaced your TSP PIN, you may request a duplicate through their website at www.tsp.gov, or by calling the Thriftline at 1-TSP-YOU-FRST (1-877-968-3778).

The procedures required to make a TSP Open Season and/or account change are:

1. If you are a **FERS** employee, you can contribute up to **15 percent** of your basic salary into the TSP, up to the Internal Revenue Service's (IRS) annual limit of \$14,000 for 2005, and if you are a **CSRS** employee, you can contribute up to **10 percent** of your basic salary into the TSP, up to the IRS annual limit. **You must change the amount of your employee contribution through EE.**
2. Regardless of the retirement system you are under, if you want to change the investment allocation, you must submit this change **DIRECTLY** to the Thrift Board. This may be done through the TSP website (www.tsp.gov), the Thriftline (1-TSP-YOU-FRST), or by completing a TSP-50, Investment Allocation Form.

PLEASE POST AND CIRCULATE THIS ANNOUNCEMENT

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You need your social security number and TSP PIN to make this change on their website or over the phone. The most efficient way is through their website, as the change will be received immediately and processed following receipt of your request. The TSP is a daily valued plan and transactions are processed each business day with a daily cut-off of 11:00 A.M. (CST). If you submit a TSP-50 to the Thrift Board via mail, your form will be processed according to the receipt of the form and there could be a delay in the processing of this transaction.

Requested Change	Procedure
Amount of payroll-deducted employee contribution	Submit Open Season change through EE
Investment Allocation	Submit electronic or paper (TSP-50) change to TSP anytime

If you do not want to change the investment allocation, you do not need to submit a change through the TSP website or form TSP-50. Your current allocation will remain in effect until a future change is filed by you.

EFFECTIVE DATES

Date election submitted through EE	Effective Date of election	Date change will take affect in paycheck
October 15, 2004 – December 11, 2004	December 12, 2004	January 4, 2005
December 12, 2004 – December 25, 2004	December 26, 2004	January 18, 2005
December 26, 2004 – December 31, 2004	January 9, 2005	February 1, 2005

All Open Season submissions must be made on the EE system by the close of business December 31, 2004.

It does not matter if you contribute \$1 or \$100, 1 percent or 15 percent, the financial benefits of the TSP are great and taking advantage of them requires only a little effort on your part.

ADDITIONAL INFORMATION:


TSP CATCH-UP CONTRIBUTIONS

The TSP catch-up contributions are a supplement to your regular employee contributions. If you are--or will be--age 50 or older during the calendar year, and you are already contributing the maximum amount in regular TSP contributions, you can elect to make additional catch-up contributions up to \$3,000 in 2004, and up to \$4,000 in 2005. You must submit a catch-up election through the EE system by December 4, 2004 in order for your catch-up contribution to reflect the 2004 calendar year. Catch-up elections submitted December 5, 2004 and after, will reflect the 2005 calendar year. You can sign up for catch-up contributions at any time, but you must make a new election for each calendar year.

To make the election, you must use the EE system. You can access the EE system through their website at <http://www.employeeexpress.gov> or by telephone at 478-757-3169 (work), 1-800-571-3453 (home), 478-757-3117 (TDD). Your social security number and EE PIN are required to gain access to this system.

The catch-up contributions are not subject to the Open Season rules, and more than one election may be made in any given year (as long as the annual catch-up limit is not exceeded).

If you have any questions concerning the TSP Open Season, or any TSP-related questions, please contact Nickeisha Hamilton at 301-286-8208 or Nickeisha.C.Hamilton.1@gsfc.nasa.gov.



Arletta Love
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